

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
JULY 01, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, July 01, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Frederic Siegelman of the Environmental Protection Agency led the meeting. The Agenda is shown in Attachment A. The List of Comments is shown in Attachment B. Action Items are shown in Attachment C. The List of Participants is shown in Attachment D. *The purpose of the meeting was to address items of importance identified in the Agenda.*

**INTRODUCTION**

Dr. Siegelman called the meeting to order and took attendance.

**APPROVAL OF PAST MINUTES**

The minutes from the January 07, February 04, February 25, March 11, March 25, and June 17, 2002, teleconferences were reviewed and approved as amended.

**STATUS OF PREPARATIONS FOR NELAC 8**

Dr. Siegelman reviewed the status of the presentations being prepared for NELAC 8 with the members. He noted that a speakerphone will be available for the Quality Systems session for those presenters that cannot be in attendance.

**NEW AND UNRESOLVED COMMENTS**

Comment #55 – Dr. Siegelman has sent out information to the members on the Electronic Data Standards Council (EDSC) and the teleconference he recently attended. During this teleconference the EDSC indicated interest in having this Committee collaborate with them in standards development on electronic data reporting. Betty Boros-Russo offered to become lead on this comment.

**OLD BUSINESS**

Dr. Siegelman will ask for suggestions for a replacement for Committee member Marty Casstevens during the Quality Systems session at the Conference. This individual would serve out the remainder of Ms. Casstevens term.

**NEXT MEETING**

The next teleconference is scheduled for Monday, July 22, 2002, at 1:00 p.m., EDT.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned.

**AGENDA  
QUALITY SYSTEMS COMMITTEE MEETING  
JULY 01, 2002**

1. Review of Previous Minutes
2. Status of Preparations for NELAC 8
3. Discussion of New and Unresolved Comments
4. New Business

**LIST OF COMMENTS  
QUALITY SYSTEMS COMMITTEE MEETING  
JULY 01, 2002**

This is a chronological listing of comments received by the Quality Systems committee. It also includes important issues that the committee chose to track by inclusion in this list. Where a comment received by the committee addressed more than one issue, these comments have been divided into parts to address each issue ( e.g. 23A, 23B, 23C etc.).

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking and Continuing Calibration Verification.
  - 14A. Sample Tracking.
  - 14B. Continuing Calibration Verification.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration done.
18. Question from On-site committee concerning definition of temporal changes.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC relationship with other Asbestos Accrediting Bodies.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
  - 23A.. Uncertainty, comment concerning section 5.5.4.6.1.
  - 23B. Uncertainty comment concerning section 5.5.4.6.2.
  - 23C. Instrument Calibration comment concerning section 5.5.5.2.2.
  - 23D. Initial Instrument Calibration comment concerning section 5.5.5.2.2.1.
  - 23E. Data qualifiers for Initial Calibration comment concerning section 5.9.4.2.1.g.
  - 23F. Two Standards and a Blank, One standard Calibration comment concerning section 5.9.4.2.1.i .

24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
  - 26A. Quality Manual title page requirements 5.4.2.3.
  - 26B. Subcontracting.
27. Quality Manual Detail.
28. One standard calibration text.
29. Change to proposed PBMS draft.
30. Editorial changes to sections 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
  - 33A. Evaluation of MS/MSD.
  - 33B. Evaluation of LCS.
  - 33C. Editorial change regarding surrogates.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Microbiology Filtration Series, Sanitizing Funnels.
36. Terms and Definitions.
37. Uncertainty.
38. Small Laboratory Issues.
39. Cross reference current NELAC standard and 17025 based standard.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.
44. Sample Receipt and Custody.
45. DOCs of individual parameters.
46. Revision to standard's Methods text
47. Calibration: change to section 5.9.4.2.1.f.
48. Use of most recent version of test method for Analyst training: Interpretation section of 5.6.2 (c)(4).
49. Calibration laboratory and calibration certificates.
50. Electronic records.
51. Inquiry about Degree granting institutions' accreditation for degrees beyond B.S. level.
52. Quantitation and Continuing Calibration, Two Standards and a blank, and Continuing Calibration variation.
  - 52A. Quantitation and Continuing Calibration comment concerning section 5.9.4.2.1.c.
  - 52B. Two Standards and a blank comment concerning section 5.9.4.2.1.i.
  - 52C. Continuing Calibration variation comment concerning section 5.9.4.2.2b.
53. Editorial renumbering change concerning sections D.1.1 a, b, c.
54. Continuing instrument calibration variation concerning section. 5.9.4.2.2.b.
55. Electronic Data Reporting standard.
56. Duplicate Analyses.

**ACTION ITEMS  
QUALITY SYSTEMS COMMITTEE MEETING  
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<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	07/01/02	No action items were proposed at this teleconference.	

**LIST OF PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE MEETING  
JULY 01, 2002**

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